

**CONFIDENTIAL**

4 JAN 1974

**MEMORANDUM FOR: Deputy Director for Management and Services**

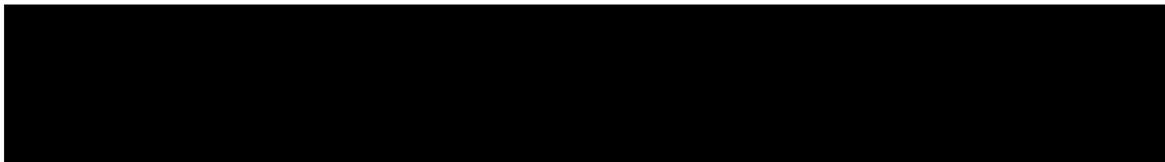
**SUBJECT : Office of Personnel Report -- Week Ending  
4 January 1974**

1. Summer Intern Program: Approximately 250 inquiries have been received about the Summer Intern Program. Fifty of these individuals also have submitted completed applications. The deadline for the receipt of applications is 15 January.

2. Management By Objectives: The status of MBO projects in preparation for my briefing of DD M&S on 9 January, was held on 3 January.

3. APP: Charts consolidating and comparing information from Directorate APP submissions in preparation for me to brief the Director and the CIA Management Committee were completed.

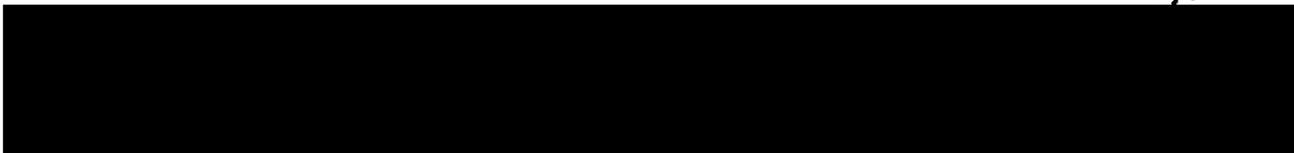
4. Pay and Position Management:



b. Work continued on the survey report for NPIC.

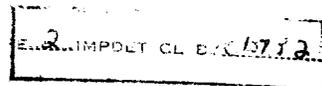
c. Work continued on the ORD survey.

5. Summer Only Program: We have now received 180 summer-only applications and have either screened or scheduled for screening and testing 165 of the applicants. Three Saturdays in January have been set aside for summer-only screening and testing, ie, 12, 19 and 26 January.



7. Clerical Mix: Agency requirements for clerks and messengers still are high, and requirements for stenographers are low.

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8. Tempo of Retirement Activity: The following table shows the tempo of retirement activity for the first half of FY-74.

<u>Actual Retirements</u>	<u>CIARDS</u>	<u>Civil Service</u>	<u>Total</u>
1 July thru 30 November	24	49	73
December only	<u>67</u>	<u>84</u>	<u>151</u>
Total for first half of FY-74	<u>91</u>	<u>133</u>	<u>224</u>

9. New Equipment for Gym: The second "Universal Gym" has been delivered to the Headquarters Exercise Room, and will be put in use as soon as technical assistance is available to assemble it.

10. Blood Donations: At the request of Mr. Larry Hiebert, Blood Program Director, Fairfax County Red Cross Blood Program, we have arranged for 8 Agency donors to provide 8 units of A+ blood on Tuesday, 8 January to be used for an open heart surgery.

11. ADP Resource Allocation Report: Attached is the OP response to this monthly ADP report.

Things to Come

1. The annual G. E. H. A. meeting has been set for the Headquarters auditorium on the morning of 23 January 1974. Publicity will be distributed 7 or 8 January.

2. We plan to advise Directorate representatives of the results of the Director's review of preliminary PDP presentations and assist in their preparation of presentations for the Director's briefings in February 1974.

(S) [Signature]

F. W. M. Janney  
Director of Personnel

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OD/Pers, [Redacted] :kmd (4 Jan 74)